

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME		BENITEZ	
FIRST NAME		JON KARLOU	
MIDDLE NAME		MANTE	
3. DATE OF BIRTH (mm/dd/yyyy)		09/19/1998	
4. PLACE OF BIRTH		BAYBAY CITY, LEYTE	
5. SEX		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
6. CIVIL STATUS		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	
7. HEIGHT (m)		161	
8. WEIGHT (kg)		85	
9. BLOOD TYPE		B	
10. GSIS ID NO.		2005810062	
11. PAG-IBIG ID NO.		1212-5175-5823	
12. PHILHEALTH NO.		02-252903731-0	
13. SSS NO.		06-4260602-4	
14. TIN NO.		751-041-204-00000	
15. AGENCY EMPLOYEE NO.		N/A	
16. CITIZENSHIP		<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:	
17. RESIDENTIAL ADDRESS		N/A House/Block/Lot No. _____ Street _____ N/A SANTA CRUZ Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____	
18. PERMANENT ADDRESS		N/A House/Block/Lot No. _____ Street _____ N/A SANTA CRUZ Subdivision/Village _____ Barangay _____ BAYBAY CITY LEYTE City/Municipality _____ Province _____	
19. TELEPHONE NO.		N/A	
20. MOBILE NO.		09176373103	
21. E-MAIL ADDRESS (if any)		jonkarlou.benitez@gmail.com	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR) N/A	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	BENITEZ		N/A	N/A
FIRST NAME	CATALINO	NAME EXTENSION (JR., SR) JR	N/A	N/A
MIDDLE NAME	MONTEROLA		N/A	N/A
25. MOTHER'S MAIDEN NAME			N/A	N/A
SURNAME	MANTE		N/A	N/A
FIRST NAME	MARILOU		N/A	N/A
MIDDLE NAME	ABARQUEZ		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26.	LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
				From	To			
	ELEMENTARY	KILIM ELEMENTARY SCHOOL	PRIMARY EDUCATION	2004	2010	GRADUATED	2010	2nd Honorable Mention
	SECONDARY	VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL	HIGH SCHOOL	2010	2014	GRADUATED	2014	With Honors
	VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	COLLEGE	VISAYAS STATE UNIVERSITY	BS CHEMISTRY	2014	2018	GRADUATED	2018	DOST-JLSB under RA-10611
	GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE

DATE _____

29 MAY 2025

IV. CIVIL SERVICE ELIGIBILITY

[illegible]

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	29 MAR 2025

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	DOST SUMMER PRACTICAL TRAINING PROGRAM IN BFAR REGIONAL OFFICE 7 CEBU CITY	06/21/2017	07/26/2017	240.0	Scholarship Requirement	DEPARTMENT OF SCIENCE AND TECHNOLOGY / BUREAU OF FISHERIES AND AQUATIC RESOURCES 7
	ACCREDITED SAFETY DISPENSER OF FERTILIZERS AND PESTICIDES TRAINING COURSE	03/13/2019	03/14/2019	-	Technical	DEPARTMENT OF AGRICULTURE - FERTILIZER AND PESTICIDE AUTHORITY
	CAPABILITY BUILDING FOR TEACHERS ON MODULAR DISTANCE LEARNING	08/05/2020	08/05/2020	-	Technical	DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAYBAY CITY
	ORIENTATION-SEMINAR FOR NEWLY-HIRED TEACHERS OF DEPED BAYBAY CITY DIVISION	08/19/2020	08/20/2020	-	Technical	DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAYBAY CITY
	CAPABILITY BUILDING ON TEACHING PEDAGOGIES TO SECOND COURSER TEACHERS OF DEPED BAYBAY CITY DIVISION	09/23/2020	09/25/2020	-	Technical	DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAYBAY CITY
	IN-SERVICE TRAINING ON THE "ENHANCEMENT OF TEACHER-MADE BUDGET OF LESSON FOR QUARTER 2"	12/16/2020	12/18/2020	-	Technical	SCHOOLS DIVISION OF BAYBAY CITY - BAYBAY CITY SENIOR HIGH SCHOOL
	MIDYEAR IN-SERVICE TRAINING FOR TEACHERS 2021	03/15/2021	03/19/2021	-	Technical	SCHOOLS DIVISION OF BAYBAY CITY - BAYBAY CITY SENIOR HIGH SCHOOL
	TRAINING-WORKSHOP ON CAREER GOAL SETTING FOR TEACHER PROFESSIONAL DEVELOPMENT	07/26/2021	07/28/2021	-	Technical	SCHOOLS DIVISION OF BAYBAY CITY - BAYBAY CITY SENIOR HIGH SCHOOL
	35th PHILIPPINE CHEMISTRY CONGRESS	09/20/2021	09/24/2021	-	Professional Development	PHILIPPINE FEDERATION OF CHEMISTRY SOCIETIES
	TRAINING-WORKSHOP ON STRAND 1.5: STRATEGIES TO DEVELOP CRITICAL AND CREATIVE THINKING	02/02/2022	02/04/2022	-	Technical	SCHOOLS DIVISION OF BAYBAY CITY - BAYBAY CITY SENIOR HIGH SCHOOL
	ICP CHEMWEEK 2022: CHEMISTRY AS THE CENTRAL SCIENCE	02/14/2022	02/15/2022	-	Professional Development	INTEGRATED CHEMISTS OF THE PHILIPPINES (NATIONAL CHAPTER)
	SCHOOL-BASED ROLL OUT ON VALUES RESTORATION PROGRAM	02/24/2022	02/24/2022	-	Technical	SCHOOLS DIVISION OF BAYBAY CITY - BAYBAY CITY SENIOR HIGH SCHOOL
	DIVISION SCIENCE, TECHNOLOGY, AND MATHEMATICS FAIR 2022	06/08/2022	06/09/2022	-	Professional Development	DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF BAYBAY CITY
	6th INTERNATIONAL RESEARCH CONFERENCE ON PHILIPPINES AND ASIAN STUDIES	06/01/2023	06/02/2023	-	Professional Development	SILLIMAN UNIVERSITY, DUMAGUETE CITY
	BASIC OCCUPATIONAL SAFETY AND HEALTH (BOSH) TRAINING (40-hour online training course)	10/26/2023	10/28/2023	40.0	Safety Training	ONLINE TRAINING BY TRAINOVATE THROUGH ZOOM
	BASIC LIFE SUPPORT ADULT CPR for LAY RESCUERS AND OCCUPATIONAL FIRST AID TRAINING	10/26/2023	10/28/2023	-	Safety Training	PHILIPPINE RED CROSS MISAMIS ORIENTAL - CDO CHAPTER, CAGAYAN DE ORO CITY
	INTEGRATED MANAGEMENT SYSTEMS AWARENESS TRAINING	01/26/2024	01/26/2024	-	IMS	ONLINE TRAINING BY SGS PHILIPPINES, INC. THROUGH MS TEAMS
	ISO/IEC 17025:2017 AWARENESS/REFRESHER TRAINING	02/16/2024	02/16/2024	-	IMS	ONLINE TRAINING BY SGS PHILIPPINES, INC. THROUGH MS TEAMS
	NON-CONFORMITY MANAGEMENT TRAINING	05/09/2024	05/09/2024	-	IMS	ONLINE TRAINING BY SGS PHILIPPINES, INC. THROUGH MS TEAMS

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	* NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	FAST-PACED AND FOCUSED IN WORK		ACCREDITED SAFETY DISPENSER OF FERTILIZERS AND PESTICIDES		INTEGRATED CHEMISTS OF THE PHILIPPINES
	TIMELY IN SUBMISSION OF REPORTS AND REQUIREMENTS				
	CAPABLE OF ADAPTING TO NEW WORK ENVIRONMENT				
	RESPONSIBLE AND DEDICATED TO WORK				
	GREAT COMMUNICATION SKILLS				
	PRACTICAL DECISION MAKING				
	CAPABLE OF WORKING WITH A TEAM				

(Continue on separate sheet if necessary)

SIGNATURE		DATE	29 MAR 2025
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree? ☐ YES ☒ NO

b. within the fourth degree (for Local Government Unit - Career Employees)? ☐ YES ☒ NO

If YES, give details: _____

35. a. Have you ever been found guilty of any administrative offense? ☐ YES ☒ NO

If YES, give details: _____

b. Have you been criminally charged before any court? ☐ YES ☒ NO

If YES, give details: _____

Date Filed: _____

Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? ☐ YES ☒ NO

If YES, give details: _____

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector? ☒ YES ☐ NO

If YES, give details: RESIGNATION

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? ☐ YES ☒ NO

If YES, give details: _____

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate? ☐ YES ☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country? ☐ YES ☒ NO

If YES, give details (country): _____

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any Indigenous group? ☐ YES ☒ NO

If YES, please specify: _____

b. Are you a person with disability? ☐ YES ☒ NO

If YES, please specify ID No: _____

c. Are you a solo parent? ☐ YES ☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ROSEMARIE MILANO	HILONGOS, LEYTE	09367354421
ALANNA JOYCE JIMENEZ	BAYBAY CITY, LEYTE	09914136609
BERNADETTE D. CATANDUANES	ILIGAN CITY, LANA DEL NORTE	09364520822

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: **PRC LICENSE IN CHEMISTRY**

ID/License/Passport No.: **0014119**

Date/Place of Issuance: **OCTOBER 18, 2018 / ORMOC CITY**

Signature (Sign inside the box)

Date accomplished: **MAY 29 2025**



SUBSCRIBED AND SWORN to before me this

MAY 29 2025

affiant exhibiting his/her validly issued government ID as indicated above.

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EDEN D. CHAVEZ-HUTAWAN
Notary Public for the Province of Leyte, City of Baybay
Notarial Commission No. B-23-12-07
Until December 31, 2025
MCLE Comp. No. VIII-0011446-Valid until Apr. 12, 2028
PTR No. BC0326357 - 01/02/25
Personal Administering Oath
TIN No. 207-828-029

Attorney's Roll No. 42391
R. Magsaysay Avenue, Baybay City, Leyte